



# *The City of Long Beach*

*invites your interest  
for the position of*

**Manager of  
Automated  
Services Bureau**  
*Department of  
Library Services*



## The Community

Ideally located on the Pacific Ocean, the City of Long Beach, California (population 462,257) is frequently described as a series of strong, diverse interwoven small communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses) serve to draw 6.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College.



Cal State Long Beach is the second largest university in the state and has consistently ranked among the top best value of public colleges in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade and professional services. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its size. Long Beach is the seventh largest city in California and celebrates its vibrant diversity. The City proudly promotes a healthy and connected community that supports active living where people of all ages enjoy a walkable, bikeable and livable environment. The City has the following ethnic breakdown: 40.8 percent Hispanic, 29.4 percent White, 13.0 percent Black, 12.6 percent Asian, and 4.2 percent all other ethnicities. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

## City Government and the Department of Library Services

The City of Long Beach is a full-service Charter City incorporated in 1897 and functions under a Council–Manager form of government. The City Council consists of nine members, elected by district and a directly elected Mayor. Collectively, they appoint the City Manager, City Clerk and members of all charter-mandated commissions and committees. The City also has an elected City Auditor, City Attorney and City Prosecutor.

The City serves its residents through 22 departments including Police, Fire, Library, Parks, Recreation & Marine and Technology & Innovation. The City also owns and operates a leading deep-water port, offshore and onshore oil production, a gas and water utility, a full-service commercial airport, a public health department, a convention and entertainment center, two historic ranchos, three marinas and five golf courses. The City operates on a total FY 2015-16 budget of almost \$2.7 billion with a General Fund of \$427 million. The City workforce consists of more than 5,800 full and part-time employees with the majority represented by nine employee associations.

The Department of Library Services consists of the Main Library and 11 neighborhood libraries. The department meets the educational, informational and recreational needs of Long Beach's diverse populace with a variety of library resources and programs appropriate for patrons of all ages. Specialized services include the award winning Information Center for People with Disabilities, the Long Beach History Collection, the Miller Fine Arts Room and 12 Family Learning Centers. Residents can access electronic resources, downloadable books and music, the Long Beach Digital Archives and other virtual information 24/7 via the website at [www.lbpl.org](http://www.lbpl.org). The Library Department's annual budget is \$12.6 million with 121 full-time equivalent staff members for FY16.

The City currently has a number of complex projects being planned for implementation, in which the Manager of Automated Services will play an important role. These include the opening of a new 24,655 square foot Michelle Obama Neighborhood Library, scheduled for summer 2016. A new Long Beach Civic Center development is scheduled for completion in 2019, and will have a state-of-the-art LEED Platinum Main Library. As a result of a \$3 million Bloomberg Innovation grant, the Manager of Automated Services will be working with the City's Innovation Team to maximize the benefits of technology and innovation for the residents of Long Beach.



## The Position and Ideal Candidate Profile

The Manager for Automated Services Bureau reports to the Director of Library Services and has an essential role to plan, organize and direct the activities of the Library's Automated Services Bureau. This environment requires a leader with a high level of understanding of current trends and a focus on future directions in technology, while being able to manage expectations and project timelines. Supported by a staff of nine, the Manager for Automated Services Bureau will oversee all aspects of the Library's automation systems, network administration, computer software and automation contracts. Additionally, the Manager for Automated Services Bureau oversees materials contracts, acquisitions of materials bibliographic controls while also monitoring the Library's materials budget of \$677,000.

This position is part of the Library's senior management team, which leads and advises the department on how to effectively respond to a rapidly evolving technology environment. The ideal candidate will be instrumental in planning for and participating in the development of future growth of library technology including, but not limited to, linked systems, mobile technology, patron empowerment services and library innovation. Specific responsibilities of this position include:

- ◆ Taking a leadership role in positioning the Library to pursue emerging technology that aligns with community priorities;
- ◆ Managing system-wide teams and projects to launch technology and innovation pilots that improve customer services;
- ◆ Collaborating with the Department of Technology and Innovation to develop, implement and maintain technology projects and resolve issues;
- ◆ Preparing and updating the Library's Technology Plan and budget;
- ◆ Conducting complex research projects, evaluating alternatives, making sound recommendations and preparing effective technical staff reports;
- ◆ Managing and supervising all library systems and information technology, including the Library's management system, Sierra, and the library's content management system for the website and digital services;
- ◆ Recommending and implementing new library software and hardware, including upgrades for network, server and system appliances;
- ◆ Organizing, supervising and coordinating fiscal, personnel and purchasing activities of the bureau;
- ◆ Selecting, developing, evaluating, directing and disciplining staff both directly and through subordinate supervisors.

The nature of this role requires an energetic, creative and engaged management style, with a commitment to excellent customer service, and a passion for instituting change to improve upon established practices, systems and technology. The successful candidate will ideally have experience in library support services, practices, principles, and activities, as well as familiarity with its technology. Experience in the development of budgets, fiscal administration, RFQs and RFPs is required for this position. The successful candidate will be personable, participative, and a good listener and collaborator; with strong administrative and interpersonal skills to be able to motivate and energize staff. The ability to maintain effective and harmonious work relationships with all levels of staff, vendors and the public, is key. As with any local government employee, a high level of ethics and integrity are a must.

A Master's degree in Library Science or Library and Information Science from an accredited college or university, with a minimum of three years progressively responsible supervisory and/or administrative experience in managing automation and technical services is preferred. Potential candidates who have a Bachelor's degree from an accredited college or university with major coursework in information systems, computer science, or closely related field, some library experience and five years of increasingly responsible experience related to managing automated systems, application projects and technical staff are strongly encouraged to apply.



## Compensation and Benefits

The salary range for this position is \$100,000 to \$130,000 annually. Placement in the range will depend on qualifications. The City's compensation package also encompasses an attractive benefits package that includes:

- ◆ Retirement – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPPRA, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- ◆ Vacation – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 years of service.
- ◆ Executive Leave – Forty (40) hours per year.
- ◆ Sick Leave – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- ◆ Holidays – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- ◆ Transportation Allowance
- ◆ Health and Dental Insurance – The City offers an HMO and PPO option for health and dental insurance coverage. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- ◆ Life Insurance – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- ◆ Disability – City-paid short-term and long-term disability insurance.
- ◆ Flexible Spending Account – Optional election for employees to reduce taxable income for payment of allowable childcare or medical expenses.
- ◆ Management Physical – Annual City-paid physical examination.
- ◆ Deferred Compensation 457(b) Plan – Optional for employee contribution to a supplementary retirement savings program available through ICMA Retirement Corporation.
- ◆ Technology Allowance – Monthly smart phone stipend.



Additional information about the City's benefit package can be found at [www.longbeach.gov/hr](http://www.longbeach.gov/hr).

## The Process

To be considered for this exceptional and unique career opportunity, please electronically submit your cover letter, resume, current salary and contact information (including email addresses) for five work-related references (who will not be contacted until mutual interest is established and you have approved the contact) to:

Paul Kimura or Cris Piasecki  
Avery Associates  
3½ N. Santa Cruz Ave., Suite A  
Los Gatos, CA 95030  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)

The final filing date for this recruitment is June 1, 2016.



If you have any questions or wish to further explore this opportunity, please contact Paul Kimura at [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or 408.399.4424 or Cris Piasecki @ [crisp@averyassoc.net](mailto:crisp@averyassoc.net) or 408.234.2025.